



Town of Garrett Park

FY 2012 Operating & Capital Budget

Ordinance 2011-03

Adopted

April 11, 2011

Town of Garrett Park

INTRODUCTION

An Overview and Explanation of the Budget Process

The Budget Process

ADOPTING A BUDGET FOR THE NEXT FISCAL YEAR: The Town Administrator gathers information regarding estimated revenues and proposed expenditures, analyzes the current fiscal year's experience, and presents a draft budget to the Mayor in early February. The Mayor reviews the proposed budget and with the Town Administrator prepares a presentation for the Council at a work session, usually in the 4th week of February. Discussion with the Council produces a draft budget ordinance for consideration at the March Council meeting, where public comment is heard, and appropriate adjustments made before the Council votes on the ordinance's introduction. The budget ordinance is then presented for adoption at the April meeting.

ADJUSTING A CURRENT YEAR'S BUDGET: This is usually done in January, and is typically required because the estimates for the annual budget were made nearly a year before and intervening events often require some changes. Adjustments to the budget may be done by ordinance, with introduction usually in February and adoption following in March, or by resolution, transferring funds from OPERATING and CAPITAL CONTINGENCY to budget accounts as needed.

SOURCES OF FUNDS

Revenues: These are funds the Town expects to receive from external sources, and for accounting purposes are arranged into four categories: 1) the levying of taxes and assessment of fees; 2) transfers from Montgomery County, the state, or the federal government; 3) charges for services provided, and; 4) miscellaneous revenues. These are budgeted on an annual basis.

1) TAXES & FEES

LOCAL PROPERTY TAXES:

Real Property Taxes are levied on residential and commercial real estate. Public property and certain private property such as churches and schools are exempt. The MD Department of Assessment and Taxation (MDDAT) sets the property values. Owner-occupied homes receive a significant "Homestead" credit, so residents should assure their homes are properly registered with MDDAT (www.dat.state.md.us/sdatweb/taxcredits.html). (NOTE: Homes registered as "Homesteads" also have greater protection under state law against foreclosure and bankruptcy proceedings.) Garrett Park residents pay these taxes to the County and to the Town. The Town's current tax rate is 19.2 cents per \$100, or .192%. The tax rate proposed for FY 2012 is 21 cents per \$100, or .21%.

Personal Property Taxes are assessed on property related to business run from home, including corporations based in Garrett Park. Such property includes furniture or equipment used to support a business or commercial activity. Public utilities pay taxes on property they own in Town, such as telephone poles, wires, transformers, etc.

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LOCAL INCOME TAX: The state shares with the Town a portion of its income tax receipts from Garrett Park residents. This is why it is important that residents put "Garrett Park" in the *city, town or taxing area box* on Form 502 when they file their Maryland state tax return. The Town's revenue from this source is quite volatile, reflecting the national economic status, and highly influenced by capital gains realized.

FEES: The Town charges fees for alcohol licenses, and various permits; building, driveway, and demolition. Montgomery County collects franchise fees from Verizon and ComCast and sends the Town its share on a quarterly basis.

2) INTERGOVERNMENTAL REVENUES

FROM MARYLAND:

Highway User Funds come from the gasoline taxes collected by the state and are distributed on the basis of miles of roadway within a county or municipality. These distributions were cut by 90% in FY 2010 for all jurisdictions, and are not expected to increase for the next few years.

Program Open Space is a grant program run by the Department of Natural Resources (DNR) to assist counties and municipalities in the acquisition and improvement of open space and parks. Funds are appropriated by the state as part of the annual budget and distributed to the Counties. In Montgomery County these funds are shared with the municipalities on a formula based on population. Funds are held by the county for the municipalities and distributed as grant applications are approved by DNR. At the moment, additional funds from the state are not being added to the program due to the current financial difficulties it faces, but there remains approximately \$12,000 in the Town's account which is available to support qualified projects.

FROM MONTGOMERY COUNTY:

Revenue Sharing: The County returns to the municipalities within its borders a portion of its tax revenue to avoid "tax duplication" for services provided to residents by the municipalities. For example, Garrett Park maintains its own street lights and parks, collects its own trash, etc., so the County returns to the Town a some of the taxes it has collected for its own similar programs. Over the past two years the County has cut this amount due to its own budgetary problems there was a 15% reduction in FY 2011. A further reduction is expected in FY 2012.

3) SERVICE CHARGES

GENERAL GOVERNMENT CHARGES are collected for copies made on the Post Office photocopier and public records copies made in the Town Office.

MUNICIPAL REFUSE COLLECTION FEES are collected as separate fees on residents' property tax bills, and are calculated on a per-household basis by dividing the annual contract cost by the number of homes in Town.

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4) MISCELLANEOUS REVENUES

INVESTMENT EARNINGS are the interest the Town earns on cash it has on deposit in financial institutions. The Town currently maintains a single checking account at Sandy Spring Bank, which earns little or no interest, participates in Montgomery County's pooled investment fund, and maintains business savings accounts and CD's at ING Bank. The Town manages its cash on hand to keep as much of it as possible with ING Bank in order to maximize interest received. In the past 30 months this rate has been close to zero, with the addition of the ING Bank, the rate has risen to 0.9%.

RENTS & CONCESSIONS

Town Hall Rents are charged for the use of the hall by private parties. The rates are currently \$125 for a resident and \$500 for a non-resident. A number of organizations/individuals rent the hall on a regular basis at a negotiated rental - the music class for young children and the yoga class for adults are examples of these.

Penn Place Rents are charged to the four tenants: US Post Office, Black Market, Keating Builders, and Washington Group Productions. There is a base rent charged each tenant, and, except for the Post Office, an additional rent calculated on a square-foot-occupied basis to cover the cost of utilities and services provided by the Town.

Swimming Pool Association Rent is charged annually for the use of the Town-owned lots that the swimming pool occupies. For many years this was a nominal rent, but in recent years it has been increased 10% per year in an effort to raise the rent to a more equitable level.

CONTRIBUTIONS AND DONATIONS also includes non-governmental grants. For the past 6 years the Town has received grants from the Cove Charitable Trust of Boston of between \$15,000 and \$20,000 per year to support the Town Archives. It is expected that this will continue at the \$10,000 level for a number of years. An increased effort to identify and apply for grants is under way.

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TRANSFERS IN: The Town treasury holds cash in four categories from which it may transfer funds to support a budget: 1) "FREE CASH;" 2) OPERATING and CAPITAL RESERVES; 3) RESTRICTED FUNDS; and, 4) EXTERNAL ACCOUNTS.

1) "FREE CASH" refers to cash on hand that has not been obligated through appropriation, and is therefore "free" to be applied to any legitimate use. This cash accumulates when Town budgets run surpluses, but has been declining somewhat over the past few years as Town revenues have stagnated, and budgets have not run significant surpluses. At the end of FY 2010 the amount of "Free Cash" was \$322,460. As of March 31st, FY 2011 is projected to draw down "Free Cash" by \$97,000, leaving an end-of-year balance of approximately \$247,000.

2) RESERVES: Reserves are appropriated funds held in the Town's treasury. They are specific amounts, and must be fully funded by cash available in the Town's accounts at the end of each fiscal year, unlike contingencies, which are part of the budget and are extinguished at the end of each fiscal year. Funds are added to or withdrawn from reserves by ordinance.

Operating Reserve: These are appropriated funds held in the treasury to support the Operating Budget, if needed. Current balance: \$175,000.

Capital Reserve: These are appropriated funds held in the Treasury to support the Capital Program, if needed. Current balance: \$0

3) RESTRICTED FUNDS: These are funds held in the Town's treasury that have been received or appropriated for a specific purpose.

Yeandle Park Fund: When the Town accepted the gift of Yeandle Park the Council set up this fund to receive \$5,000 per year for the 10-year term of the life tenancy granted to the donor. The purpose of these funds is to provide for the demolition of the house on the property and the establishment of the active portion of the park.

Penn Place Tenants Security Deposits: Current balance \$4,583.

4) EXTERNAL ACCOUNTS: These are funds that are not held by the Town in its checking, the Montgomery County Pooled Investment Fund, or ING Bank..

Medical Benefits Self-Insured Reserve Fund ("First Dollar" Account): In an effort to control the cost of providing medical insurance to its full-time employees, the Town purchases high-deductible policies from CareFirst and self-insures the deductibles (\$5,000 per policy). This fund is held by our medical benefits administrator, and receives monthly deposits. When the balance reaches \$20,000 the monthly payments are suspended. The fund's balance is currently \$14,500. Cash is withdrawn as needed to pay for medical expenses covered by the Town and may also be withdrawn by the Town if needed for non-medical insurance purposes.

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USES OF FUNDS

The Operating Budget

The Operating budget comprises a set of accounts that fund the regular operations of the Town. Funds to support these operations are appropriated to those accounts in the annual Fiscal Year Operating Budget, which is in force from July 1st to June 31st. Expenditures are limited by the amounts appropriated in the budget, and all operating budget appropriations expire at the end of the fiscal year unless specifically encumbered by a Council resolution - something rarely done. The operating budget includes a CONTINGENCY account (currently \$30,000 in the FY 2011 budget and \$40,000 in the proposed FY 2012 Budget), from which funds may be transferred to other accounts by resolution. Any action by the Council that increases the total of the operating budget must be accomplished by ordinance.

The Capital Budget

The Capital Budget funds the Capital Program: Unlike appropriations in the Operating Budget, Capital Budget appropriations do not expire at the end of the fiscal year and remain in force until expended or revised by a future Capital Budget. That is why unspent Capital Appropriations are counted as encumbered funds and are not part of "Free Cash." The entire budgeted transfer to the Capital Budget in the Annual Budget takes place on the first day of the new fiscal year. The FY 2012 budget does not include a CAPITAL CONTINGENCY. From time to time, a new Capital Budget will extinguish prior year appropriations to remove residuals from completed projects, or to more clearly reflect the expected costs of projects going forward.

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Proposed FY 2012 Operating & Capital Budget

(Please note that \$ and % comparisons are to the current FY 2011 budget)

Annual Operating Receipts: Budgeted increase of \$119,550 (+12.6%) to \$1,069,800.

1000 - Taxes & Fees: Budgeted @ \$760,450 (+\$128,650/+20.4%)

REAL ESTATE TAX: The Town's FY 2012 assessable tax base is projected be \$242,187,500. The FY 2012 tax rate will be increased to 21 cents per \$100 of assessed valuation, producing revenues projected @ \$508,500 (+\$63,500/+14.3%).

PERSONAL PROPERTY TAX collections have a projected increase of \$42,400 (+382%) due to Verizon's investment in the FIOS fiber-optic network installed in Town over the past few years. Tax rate remains unchanged at \$1.00 per \$100 of valuation.

LOCAL INCOME TAX receipts for FY 2012 are budgeted at an increase of 12.1% to \$185,000. Projected FY 2011 EOY receipts are \$185,000.

LICENSES & PERMIT fees are projected to increase (\$2,650/+28%), primarily due to an anticipated increase in franchise fees from Comcast and Verizon.

2000 - Intergovernmental Revenues: Budgeted @ \$38,050 (-16,250/-30.2%)

HIGHWAY USER FUND receipts for FY 2012 will decline. (\$3,000 /-33.3%).

PROGRAM OPEN SPACE: The Town has a balance of \$12,000 in Program Open Space (POS) funds. No grant amounts are included in the proposed FY 2012 budget at this time, but the Parks & Open Space Committee has been charged with developing a qualifying project. The Town would have to put up \$24,000 to receive these funds.

MONTGOMERY COUNTY REVENUE SHARING of \$42,590 was received in FY 2011. It is likely the County will have to reduce this in FY 2012 and we are estimating \$35,050, a reduction of \$14,250 (-28.9%).

3000 - Service Charges: Budgeted @ \$130,500 (+\$6,450/+5.2%)

MUNICIPAL REFUSE FEE has a projected increase of 5.3% to \$130,000 as a result of increased fuel costs. At the moment, no increase in other charges for FY 2012.

5000- Miscellaneous Revenues: Budgeted @ \$140,800 (+200/+1.4%)

INVESTMENT EARNINGS are expected to improve due to the moving of the Town's invested cash to ING Bank instead of the Montgomery County Pooled Investment Fund, where it will earn a substantially higher rate of interest.

RENTS & CONCESSIONS are projected to increase slightly with the annual 3% increase in the base Penn Place rents. Town Hall receipts should increase as the economy improves.

CONTRIBUTIONS & DONATIONS includes the ongoing but reduced grant for the Archives from the Cove Trust.

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Transfers In: Budgeted increase of \$13,711 (+8.1%) to \$182,851.

From "Free Cash": There is a projected FY 2011 End Of Year (EOY) "Free Cash" balance of approximately \$252,022, comprising the accumulated surpluses of prior years. It is proposed to transfer \$182,851 of this surplus to the FY 2012 budget. The preservation of some "Free Cash" going forward to FY 2013 is the reason for increasing the tax rate to 21 cents.

Reserves & Contingencies: \$229,000 or 18.3% of the total budget

Operating Reserve: There is no proposed transfer funds to the OPERATING RESERVE in the FY 2012. The balance remains \$175,000.

Operating Contingency: The OPERATING CONTINGENCY will be increased 33.3% to \$40,000.

Capital Contingency: There is no proposed CAPITAL CONTINGENCY in the FY 2011 budget. The fund was reduced to \$0 in the FY 2011 budget revision.

Total Receipts & Transfers In: Projected increase of \$133,231 (+11.9%) to \$1,252,621.

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Total Operating Expense: Budgeted decrease of \$56,385 (-5.8%) to \$908,005.

10000 Personnel: Increase of \$8,335 (2.2%) to \$383,335 .

SALARY line increase includes contractual and cost of living increases as well as in increase in hours (4/week) and rate (+.17/hr) for the Office Assistant, reflecting increased duties. The increase is \$10,700 (4.1%).

OVERTIME is set at \$5,000, which is usually adequate for a normal year. Blizzards and hurricanes can cause this to be increased, however.

EMPLOYEE BENEFITS have decreased (-\$1,945/-2.3%), due to a reduction in planned buy-back of accumulated leave and payments into the Town's self-insured reserve. There are projected increases in PENSION (11%), WORKERS COMPENSATION INSURANCE is level-funded (0%), and in HEALTH INSURANCE increases \$1,105 (+2.4%). PAYROLL TAXES essentially level-funded due to a decrease in projected MD unemployment.

11000 Town Administration: Decrease of \$37,150 (-32.2%) to \$228,700.

ELECTED & APPOINTED OFFICIALS is reduced \$2,250 (-45%) by cutting back on special meeting and committee expenses.

ARCHIVES & PUBLIC RECORDS is decreased \$13,500 to \$16,500 (-45%%), \$10,000 of which is offset by a grant. The newly formed Archives Committee wishes to pursue a number of projects, and with the proposed expansion of the Office Assistant's hours, the Town Office will have the capability to assist them. \$5,000 has been budgeted for Archival Services to allow the Archives Committee to obtain professional assistance.

GENERAL EXPENSES are reduced \$3,100 (-13.8%) through reductions throughout the account.

PROFESSIONAL FEES are reduced (\$16,000/-36.4%) as there should be less need of legal services such as those required in FY 2011 to complete the transfer of the Community Center from the Parks Department to the Town in order to provide a permanent home for the Garrett Park Nursery School.

INSURANCE is projected to decrease \$1,050 (-10.1%) due to the Town's continued good loss-prevention record.

12000 Sponsorships, Subscriptions & Dues: Decrease of \$5,000 (-9.1%).

SPONSORSHIPS: Last year the Town gave a \$5,000 grant to the Garrett Park Elementary School Educational Foundation to support enlarging the stage in the new school. No similar grant is proposed for FY 2012.

13000 Buildings & Grounds: Decrease of \$8,600 (-6.1%) to \$91,400.

PENN PLACE & TOWN HALL are essentially level-funded with the previous year.

MAINTENANCE FACILITY needs little work in FY 2012 and is reduced \$7,000 (-77.8%).

COMMUNITY CENTER: Town expects full reimbursement from the Nursery School for FY 2012 expenditures related to the building.

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14000 Town Services: Decrease of \$28,300 (-11%) to \$228,700.

ROADS & SIDEWALKS decrease \$4,600 (-6.3%) through a careful review of the various line items.

MUNICIPAL REFUSE REMOVAL service fees are projected to remain the same. The \$5,200 (4.2%) increase reflects possible disposal fee increases for large item collections and an increase in the fuel surcharge.

ARBORETUM decreases \$23,000 (-46%) to \$27,000. The FY 2011 budget of \$50,000 was needed to respond to a number of special circumstances that are not expected to be repeated in FY 2012.

16000 Equipment Repair & Maintenance: Decreased by \$1,875 (-12.9%) to \$12,625, based on revised projections for maintenance expenses. Fuel expenses have been increased.

17000 Publication Expenses: Decreased \$200 (-20%) to \$800.

18000 Conferences, Etc.: Reduced \$500 (20%) to \$2,000.

19000 Operating Contingency: Increased \$10,000 (+33.3%) to \$40,000.

23000 CAPITAL BUDGET: Budgeted increase of \$189,616 (122.3%) to \$344,616.

23100 Capital Purchases:

There are no proposed Capital Purchases in FY 2012

23200 Capital Construction: Increases \$199,616 (+247.9%) to \$344,616.

CONSTRUCTION: FACILITIES: Decreases \$17,500 (-58.3%) to \$12,500

PENN PLACE: \$7,500: Finishing up the FY 2011 repair to damaged roof, gutters, and siding. Also, interior & exterior painting.

TOWN HALL: \$5,000: Exterior painting - touching up only.

CONSTRUCTION: STREETS & CURBS: \$32,250 (see page 20)

ARGYLE AVENUE CURB & GUTTER: Estimated at \$32,250: It is proposed to replace the driveway apron at 4705 Argyle and to remove the badly broken asphalt cubing from that driveway apron to the storm drain inlet on the Rokeby Avenue side of 4701 Argyle with a concrete curb and gutter. The broken curbing is allowing storm water to run off Argyle and flood the yard at 4701.

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CONSTRUCTION: SIDEWALKS: \$199,865 (see page 19)

KENILWORTH AVENUE SOUTH & OXFORD STREET SIDEWALK: Currently estimated at a total cost of \$75,770, \$65,770 of which will be in the FY 2012 budget. The Town will have the unanticipated opportunity to replace the existing asphalt sidewalk along the westerly side of Kenilworth from Strathmore to Oxford with a new cement sidewalk, and to install a new sidewalk on the north side of Oxford from Kenilworth to the Town line, greatly improving pedestrian safety and access. Pepco removed the dying Siberian Elms that overhang the wires, dramatically lowering the cost to the Town of removing these trees and grinding their stumps. Replacement trees that will not interfere with the overhead wires will be planted as replacements.

KENILWORTH AVENUE NORTH SIDEWALKS: The Town has developed plans and estimates for improving the sidewalks on both sides of Kenilworth north of Strathmore to the Waverly Avenue triangle. The total cost of this project \$154,095, for which \$134,095 will be in the FY 2012 budget. For both practical and financial reasons, it seems appropriate to undertake this project at the same time as the sidewalk on the southern side of Kenilworth is being rebuilt. These sidewalks are in poor, even dangerous condition, especially on the westerly side - the side most used by individuals walking to the schools. Also, combining the projects into one bid request will offer economies of scale as well as saving on mobilization and supervisory costs.

CONSTRUCTION: STORM DRAINS: \$85,000

SHELLEY COURT DRAIN: Estimated at \$85,000: The Shelley Court drain runs from the southerly side of Shelley Court across the Town boundary and discharges into a ditch located within a drainage easement across Parkside to Rock Creek. The existing drain is falling apart and must be completely replaced. Currently, the drain does carry water away, but the possibility of catastrophic failure increases with each passing year as the pipe sections draw farther apart and the sink holes caused by these separations enlarge.

NORTH KENILWORTH DRAIN: While the design of the enlargement and extension of this drain are largely complete, until the private property owners decide how to manage the drainage problems on their property and submitted a proposed design of a drainage system to be connected to the Town's drain, there is little point in proceeding with this project at this time. The Town will, however, take steps to improve curbing and driveway berms to insure water does not run off of Kenilworth Avenue.

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MONTROSE-CLERMONT DRAIN: Conceptual designs for this project have been completed. The drain running from Montrose near Strathmore down to Porcupine Woods is reasonable sound, but has significant design flaws that need correcting to properly manage storm water in the areas directly above Clermont Ave. The connecting drain that runs down from Montrose Avenue above the triangle at the Clermont intersection is poorly laid out and partially crushed, and needs redesign and complete replacement in order to function properly. However, both drains are functioning at this time, so this project can reasonably be delayed for a number of years. Conceptual plans for both drains have been developed, and the very preliminary estimate of cost for the project is \$137,750.

CONSTRUCTION: PARKS & RECREATION: There are no capital expenditures beyond the annual \$5,000 contribution to the Yeandle Park fund anticipated in FY 2012.

23300 - Arboretum Capital Expense: \$5,000 is budgeted for the tree planting program.

23800 - Capital Planning Expense: \$5,000 is budgeted to support the continued detailed review of the Town's Capital Improvement Plan (CIP), to facilitate discussion of priorities, approaches (e.g., repair or rebuild roadways), and financing options, including comprehensive repairs/rehabilitation financed by bond issuance.

TOWN OF GARRETT PARK

FY 2012 Operating & Capital Budget

Ordinance 2011-03
Introduced: 03/14/2011
Adopted: 04/11/2011

Legend: INCREASE DECREASE NO CHANGE

RECEIPTS	FY 2011		FY 2012	FY 2011 v. FY 2012	
	Budget	EOY Estimate	Ordinance 2011-03	% Change	Change from FY 2011 Budget
1000 - Taxes & Fees	\$631,800	\$702,150	\$760,450	20.4%	\$128,650
1100 -- Local Property Taxes	\$457,350	\$505,350	\$563,350	23.2%	\$106,000
1110 -- Real Property Taxes (.21/\$100)	\$445,000	\$450,000	\$508,500	14.3%	\$63,500
1120 -- Pers. Property Taxes	\$11,100	\$54,050	\$53,500	382.0%	\$42,400
1170 -- Penalties & Interest	\$1,000	\$1,000	\$1,000	0.0%	\$0
1180 -- Homestead Tax Credit	\$250	\$300	\$350	40.0%	\$100
1200 -- Local Income Taxes	\$165,000	\$185,000	\$185,000	12.1%	\$20,000
1300 -- Other Local Taxes	\$0	\$0	\$0	0.0%	\$0
1400 -- Licenses and Permits	\$9,450	\$11,800	\$12,100	28.0%	\$2,650
		Percent of Total Budget:	60.7%		
2000 - Intergov. Revenues	\$53,800	\$52,315	\$38,050	-29.3%	(\$15,750)
2200 -- From State of Maryland	\$4,500	\$9,725	\$3,000	-33.3%	(\$1,500)
2300 -- From Montgomery Co.	\$49,300	\$42,590	\$35,050	-28.9%	(\$14,250)
		Percent of Total Budget:	3.0%		
3000 - Services Charges	\$124,050	\$124,050	\$130,500	5.2%	\$6,450
3100 -- Gen. Gov. Charges	\$550	\$550	\$500	-9.1%	(\$50)
3200 -- Municipal Refuse	\$123,500	\$123,500	\$130,000	5.3%	\$6,500
		Percent of Total Budget:	10.4%		
4000 - Fines & Forfeitures	\$0	\$0	\$0	0.0%	\$0
		Percent of Total Budget:			
5000 - Misc. Receipts	\$140,600	\$142,950	\$140,800	0.14%	\$200
5100 -- Investment Earnings	\$1,000	\$1,950	\$1,350	35.0%	\$350
5200 -- Rents and Concessions	\$124,500	\$125,250	\$128,900	3.5%	\$4,400
5210 -- Town Hall Rents	\$18,000	\$18,700	\$19,250	2.9%	\$1,250
5220 -- Penn Place Rents	\$104,400	\$104,450	\$107,340	2.8%	\$2,940
5230 -- Swimming Pool Assoc.	\$2,100	\$2,100	\$2,310	10.0%	\$210
5300 -- Contributions Donations	\$15,000	\$15,000	\$10,000	-33.3%	(\$5,000)
5500 -- Sale of Property	\$100	\$750	\$550	450.0%	\$450
5900 -- Miscellaneous - Other	\$0	\$0	\$0	0.0%	\$0
		Percent of Total Budget:	11.2%		
Annual Operating Receipts:	\$950,250	\$1,021,465	\$1,069,800	12.6%	\$119,550
		Percent of Total Budget:	85.4%		
9000 - Transfers In	Budget: \$169,140	\$10,210	\$182,851	8.1%	\$13,711
		Percent of Total Budget:	14.6%		
Total Receipts and Transfers In:	\$1,119,390	\$1,031,675	\$1,252,651	11.9%	\$133,261

TOWN OF GARRETT PARK

FY 2012 Operating Capital Budget


Ordinance 2011-03
Introduced: 03/14/2014
Adopted: 04/11/2011

LEGEND: **INCREASE** **DECREASE** **NO CHANGE**

EXPENDITURES	FY 2011		FY 2012	FY 2011 v. FY 2012	
	Budget	EOY Estimate	Ordinance 2011-03	% Change	Amount of Change
<u>10000 - Personnel</u>	<u>\$375,000</u>	<u>\$366,070</u>	<u>\$383,385</u>	<u>2.2%</u>	<u>\$8,385</u>
10100 -- Salaries	\$260,000	\$260,000	\$270,700	4.1%	\$10,700
10200 -- Overtime	\$5,000	\$5,000	\$5,000	0.0%	\$0
10300 -- Benefits	\$83,350	\$76,070	\$81,435	-2.3%	(\$1,915)
10400 -- Payroll Taxes, Etc.	\$26,650	\$25,000	\$26,250	-1.5%	(\$400)
Percent of Total Budget:			30.6%		
<u>11000 - Town Administration</u>	<u>\$115,500</u>	<u>\$110,985</u>	<u>\$78,350</u>	<u>-32.2%</u>	<u>(\$37,150)</u>
11100 -- Elected & Appointed Officials	\$5,000	\$5,250	\$2,750	-45.0%	(\$2,250)
11200 -- Elections	\$1,600	\$1,550	\$1,250	-21.9%	(\$350)
11300 -- Archives & Public Records	\$30,000	\$24,250	\$16,500	-45.0%	(\$13,500)
11400 -- General Administrative Expenses	\$22,500	\$23,750	\$19,400	-13.8%	(\$3,100)
11700 -- Professional Fees	\$44,000	\$46,250	\$28,000	-36.4%	(\$16,000)
11800 -- Insurance	\$10,400	\$7,935	\$9,350	-10.1%	(\$1,050)
11900 -- Town Administration - Other	\$2,000	\$2,000	\$1,100	-45.0%	(\$900)
Percent of Total Budget:			6.3%		
<u>12000 - Sponsorships Subs. Dues</u>	<u>\$5,500</u>	<u>\$5,300</u>	<u>\$5,000</u>	<u>-9.1%</u>	<u>(\$500)</u>
12100 -- Membership Dues	\$3,500	\$3,500	\$3,500	0.0%	\$0
12200 -- Sponsorships	\$1,800	\$1,600	\$1,300	-27.8%	(\$500)
12300 -- Subscriptions	\$200	\$200	\$200	0.0%	\$0
Percent of Total Budget:			0.4%		
<u>13000 - Building & Grounds</u>	<u>\$100,000</u>	<u>\$98,600</u>	<u>\$91,400</u>	<u>-8.6%</u>	<u>(\$8,600)</u>
13100 -- Bldgs & Grnds Man.	\$1,000	\$500	\$250	-75.0%	(\$750)
13200 -- Penn Place	\$76,700	\$82,000	\$76,200	-0.7%	(\$500)
13300 -- Town Hall	\$13,300	\$14,250	\$12,950	-2.6%	(\$350)
13400 -- Maintenance Facility	\$9,000	\$1,850	\$2,000	-77.8%	(\$7,000)
13500 -- Community Center	\$0	\$0	\$0	0.0%	\$0
Percent of Total Budget:			7.3%		
<u>14000 - Town Services</u>	<u>\$257,000</u>	<u>\$246,895</u>	<u>\$228,700</u>	<u>-11.0%</u>	<u>(\$28,300)</u>
14100 -- Roads & Sidewalks	\$72,500	\$63,425	\$67,900	-6.3%	(\$4,600)
14200 -- Stormwater Drainage	\$3,000	\$1,000	\$500	-83.3%	(\$2,500)
14300 -- Municipal Refuse	\$123,500	\$122,500	\$128,700	4.2%	\$5,200
14400 -- Arboretum	\$50,000	\$52,000	\$27,000	-46.0%	(\$23,000)
14500 -- Fees	\$1,300	\$1,770	\$1,600	23.1%	\$300
14600 -- Parks	\$6,700	\$6,200	\$3,000	-55.2%	(\$3,700)
Percent of Total Budget:			18.3%		
<u>16000 - Equip. Maint. & Repair</u>	<u>\$14,500</u>	<u>\$13,125</u>	<u>\$12,625</u>	<u>-12.9%</u>	<u>(\$1,875)</u>
Percent of Total Budget:			1.0%		
<u>17000 - Publication Expenses</u>	<u>\$1,000</u>	<u>\$750</u>	<u>\$800</u>	<u>-20.0%</u>	<u>(\$200)</u>
Percent of Total Budget:			0.1%		

TOWN OF GARRETT PARK
FY 2012 Operating Capital Budget

Ordinance 2011-03
Introduced: 03/14/2014
Adopted: 04/11/2011

EXPENDITURES	FY 2011		FY 2012 	FY 2011 v. FY 2012	
	Budget	EOY Estimate	Ordinance 2011-03	% Change	Amount of Change
<u>18000 - Conf. & Conventions</u>	<u>\$2,500</u>	<u>\$2,500</u>	<u>\$2,000</u>	<u>-20.0%</u>	<u>(\$500)</u>
		Percent of Total Budget:	0.2%		
<u>19000 - Contingency</u>	<u>\$30,000</u>	<u>\$0</u>	<u>\$40,000</u>	<u>33.3%</u>	<u>\$10,000</u>
		Percent of Total Budget:	3.2%		
<u>20000 - Int. Dep. Debt</u>	<u>\$60,390</u>	<u>\$61,240</u>	<u>\$61,025</u>	<u>1.1%</u>	<u>\$635</u>
		Percent of Total Budget:	4.9%		
<u>21000 - Taxes & Bad Debt</u>	<u>\$3,000</u>	<u>\$4,525</u>	<u>\$4,750</u>	<u>58.3%</u>	<u>\$1,750</u>
		Percent of Total Budget:	0.4%		
Total Operating Expense:	\$964,390	\$909,990	\$908,035	-5.8%	(\$56,355)
			72.5%		
<u>23000 - Trans. to Cap. Proj. Fund</u>	<u>\$155,000</u>	<u>\$122,985</u>	<u>\$344,616</u>	<u>122.3%</u>	<u>\$189,616</u>
			27.5%		
<u>25000 - Trans to Op. Reserve</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.0%</u>	<u>\$0</u>
Expenses: Budgeted:	\$1,119,390	\$1,032,975	\$1,252,651	11.9%	\$133,261

TOWN OF GARRETT PARK
FY 2012 Capital and Operating Budget

FY 2011 Capital Budget

Ordinance 2011-03
Introduced: 03/14/2011
Adopted: 04/11/2011

Account	FY 2012	Estimated Unspent Prior Years' Appropriations*	FY 2012				
	Capital Budget		Proposed Changes	Ordinance 2011-03	Appropriations 7/1/2011	Expenditures YTD	Remaining Appropriations
23000 - CAPITAL BUDGET	\$155,000	\$0	\$210,521	\$344,616	\$344,616	\$0	\$344,616
23100 - Capital Purchases	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0
23200 - Capital Construction	\$135,000	\$0	\$200,521	\$334,616	\$334,616	\$0	\$334,616
23210 - Construction: Facilities	\$30,000	\$0	\$12,500	\$12,500	\$12,500	\$0	\$12,500
23220 - Construction: Streets & Curbs	\$10,000	\$0	\$32,250	\$32,250	\$32,250	\$0	\$32,250
23230 - Construction: Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
23240 - Construction: Sidewalks	\$0	\$0	\$65,770	\$199,865	\$199,865	\$0	\$199,865
23250 - Construction: Storm Drains	\$85,000	\$0	\$85,000	\$85,000	\$85,000	\$0	\$85,000
23260 - Construction: Parks & Recreation	\$10,000	\$0	\$5,000	\$5,000	\$5,000	\$0	\$5,000
23290 - Construction: Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
23300 - Arboretum Capital	\$5,000	\$0	\$5,000	\$5,000	\$5,000	\$0	\$5,000
23800 - Capital Planning	\$10,000	\$0	\$5,000	\$5,000	\$5,000	\$0	\$5,000
23900 - Capital Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0

* **NOTE:** The adoption of the FY 2012 Capital Budget extinguishes all residual prior years appropriations.

TOWN OF GARRETT PARK
FY 2012 Capital and Operating Budget

Capital Program

Project	FY 2012	Estimated Unspent Prior Years' Appropriations*	FY 2012				
	Capital Budget		Proposed Changes	Capital Program	Appropriations 7/1/2011	Expenditures YTD	Remaining Appropriations
CAPITAL PROGRAM	\$150,000	\$0	\$347,116	\$344,616	\$347,116	\$0	\$347,116
Capital Purchases	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0
Tailgate Spreader, Installed (FY11)	5,000	\$0	\$0	\$0	\$0	\$0	\$0
Capital Construction	\$130,000	\$0	\$337,116	\$334,616	\$337,116	\$0	\$337,116
Argyle Curb & Gutter Replacement (FY12)	\$0	\$0	\$32,250	\$32,250	\$32,250	\$0	\$32,250
Montrose-Clermont Drain (FY12)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Kenilworth & Oxford Sidewalk (FY11,12)	\$0	\$0	\$65,770	\$65,770	\$65,770	\$0	\$65,770
Kenilworth NW Sidewalk to Waverly (FY11,12)	\$0	\$0	\$60,695	\$60,695	\$60,695	\$0	\$60,695
Kenilworth NE Sidewalk to Waverly (FY11,12)	\$0	\$0	\$73,400	\$73,400	\$73,400	\$0	\$73,400
North Kenilworth Drain (FY12)	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
Penn Place Exterior Repairs (FY12)	\$13,500	\$0	\$5,000	\$5,000	\$5,000	\$0	\$5,000
Penn Place Interior Repairs (FY12)	\$1,500	\$0	\$5,000	\$2,500	\$5,000	\$0	\$5,000
Shelley Court Drain (FY11,12)	\$10,000	\$0	\$85,000	\$85,000	\$85,000	\$0	\$85,000
Street Rehabilitation (FY09,10)	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0
Town Hall (FY12)	\$15,000	\$0	\$5,000	\$5,000	\$5,000	\$0	\$5,000
Yeandle Park (FY11)	\$5,000	\$0	\$5,000	\$5,000	\$5,000	\$0	\$5,000
Arboretum Capital	\$5,000	\$0	\$5,000	\$5,000	\$5,000	\$0	\$5,000
Capital Planning	\$10,000	\$0	\$5,000	\$5,000	\$5,000	\$0	\$5,000
Capital Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0